AMES LABORATORY FIRE SAFETY COMMITTEE CHARTER

This Charter defines the structure and function of the Fire Safety Committee (FSC). The FSC shall report to the Safety Review Committee (SRC) and report to the Ames Laboratory Director through the SRC, and shall establish policies and procedures related to fire safety issues in research and operational activities.

1.0 APPROVAL RECORD

Reviewed by:	Document Control Coordinator (Hiliary Burns)
Approved by:	Manager, ESH&A (Sean Whalen)
Approved by:	Chief Operations Officer (Mark Murphy)
Approved by:	Associate Director for Sponsored Research Administration (Deb Covey)
Approved by:	Assistant Director for Scientific Planning (Cynthia Jenks)
Approved by:	Legal Counsel (Barbara Biederman)
Approved by:	Chief Research Officer (Duane Johnson)
Approved by:	Deputy Director (Tom Lograsso)
Approved by:	Laboratory Director (Adam Schwartz)

The official approval record for this document is maintained in the Training & Records Management Office, 105 TASF.

2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

3.0 CREATION OF THE COMMITTEE

The Ames Laboratory Director has established a standing FSC to administer a fire protection program within all of the Laboratory's activities. The FSC will ensure that the requirements of the pertinent US Department of Energy Orders, Occupational Safety and Health Administration regulations, National Fire Protection Association standards, American National Standards Institute standards, and other applicable state/local codes are addressed.

4.0 PURPOSE OF THE COMMITTEE

The FSC is a standing committee established to develop and implement the Ames Laboratory fire safety program. The Committee is charged with advising the SRC and the Director regarding fire safety and compliance issues. The Committee shall be the site contact to the Authority Having Jurisdiction (AHJ) for fire safety issues.

5.0 SCOPE OF RESPONSIBILITIES

The FSC shall:

A. Provide Ames Laboratory with a competent technical resource for identifying, recommending resolution of, and communicating fire safety issues, initiatives and programs, review of the designs for new or modified fire protection systems, and review of the design of new or modified facilities.

B. Advise the SRC and the Director on fire safety issues; evaluate, write and maintain requests for exemptions, waivers and equivalencies.

C. Develop and maintain the Ames Laboratory Fire Safety Program, to include inspection and maintenance of systems and equipment.

D. Develop a training program matrix for inspection, maintenance and use of fire protection systems and equipment, using the resources of Iowa State University as applicable.

E. Review the Program every three years or whenever changes occur in national, state or local codes, standards and regulations.

F. Enhance fire safety by ensuring staff reduce risk and mitigate hazards; provide root cause analysis of occurrence reports involving fire safety issues; Improve employee knowledge by participating in the Lessons Learned program.

G. Participate in DOE programs, such as conferences, seminars and committees as requested, for the development or interpretation of national consensus standards.

6.0 COMMITTEE AUTHORITY

The FSC shall act as the site contact to the Authority Having Jurisdiction for the interpretation and implementation of programs and policies pertaining to fire safety issues.

7.0 COMMITTEE COMPOSITION

The FSC shall consist of three voting members, one serving as the Chair who will act as the liaison with the SRC. Membership shall be from Environment, Safety, Health and Assurance, and from Facilities and Engineering Services. In addition, one attending member will be designated who will vote as needed in the absence of a voting member.